



Department of Consumer & Industry Services

Michigan Bureau of Workers' Disability Compensation

## **Workers' Comp Calculation System Help Manual**

# Overview

This program is updated yearly as new rate tables are published and it provides the following functions:

1. **Weekly Comp Rate screen** - Calculates the weekly rate of compensation which is due on general disability claims as well as provides the 80% rate used to determine partial payments. This screen also includes a space for discontinued fringes. The 80% rate will always be calculated based on the total of the average weekly wage and the discontinued fringes, but the general disability rate will be limited to 2/3 of the state average weekly wage, when applicable.
2. **Disability Period screen** - Calculates the number of weeks and days for any given period and indicates the total compensation due for that period. It also calculates an end date based on a beginning date and the number of weeks desired.
3. **Accrued Payment & Interest screen** – Calculates the amount of accrued benefits and interest due for one or more given periods
4. **Partial Benefits screen.** - After entering in the pre and post-injury wage information, this screen will calculate the partial benefits that are due for each weekly period entered. The file can then be saved so that future periods can be calculated. Reports can also be printed so they can be attached to the Form 701 whenever partial benefits are terminated or at the end of each year.
5. **Coordination of Benefits screen** - This screen is used when an individual is receiving a benefit that can be coordinated under Section 354, including pension, wage continuation, disability insurance, self-insurance, or old-age Social Security benefits. A report can also be printed and attached to the Form 701.
6. **Third Party Recovery Offsets screen** - This screen is used when an individual has received a third party recovery. The amount of the offset is calculated using the formula set forth in the Franges decision. A worksheet can also be printed.

# **Installation Instructions**

## **Hardware and Software Requirements**

- PC with a 486DX/66 MHz or higher processor; Pentium or higher processor recommended.
- Microsoft Windows 95 or later operating system or Microsoft Windows NT operating system version 4.0 with Service Pack 3 or later.
- Minimum of 16 MB of RAM for Windows 95 or later (32 MB recommended).
- Minimum of 24 MB of RAM for Windows NT 4.0 (32 MB recommended).
- Minimum of 15 MB of Hard Disk space.
- VGA or higher-resolution monitor; Super VGA recommended.
- Microsoft Mouse or compatible pointing device.

# Internet Installation

This topic describes how to install the Workers Comp Calculation System on a personal computer from the Internet. Before installing, please check the [Hardware and Software Requirements](#) topic to ensure that the PC this software will be installed on meets the requirements. The instructions below presume that you are already connected to the Internet and are in your Web Browser. Also, the old program must be removed first before installing the new one. See the [Uninstall Information](#) topic for more information.

1. Go to the Workers Comp Web Download Site at:  
<http://www.cis.state.mi.us/wkrcomp/calc.htm>
2. Download the **CalcInst.exe** file to your computer. Make note of where you downloaded this file.
3. After the download has completed successfully, start up Windows Explorer.
4. Using Windows Explorer, locate the **CalcInst.exe** file in the location that it was downloaded.
5. An "InstallShield Self-extracting EXE" window will be displayed asking if you wish to install this program.
6. Select the **Yes** button to continue with the installation.
7. InstallShield will begin extracting the required setup files on your computer.
8. A "Workers Comp Calculation System" window will be displayed with a welcome message.
9. Select the **Next** button to continue.
10. A "Readme Information" window will be displayed, informing you of new updates and important information.
11. Select the **Next** button to continue.
12. A "Choose Destination Location" window will be displayed asking you to verify the default installation folder. The default is C:\Program Files\WCCalc.
13. To change the default installation directory, select the **Browse** button.
14. In the "Choose Directory" window, locate the drive and directory where you wish to install this system.
15. When completed, select the **OK** button.
16. Select the **Next** button to accept the Destination Location.
17. A "Select Program Folder" window will be displayed asking you what Program Group to put the icons into. The default will be "Workers Comp Calculation".
18. After you've made your selection, select the **Next** button to continue.
19. A "Start Copying Files" window will be displayed informing you of your selections.
20. Select the **Next** button to start copying files to your computer. Setup will now start installing the Workers Comp Calculation System on your computer.
21. A "Setup Complete" window will be displayed asking you to restart your computer. This is not necessary, so select the **"No, I will restart my computer later"** option to continue.
22. Select the **Finish** button to complete this installation process.
23. The "Workers Comp Calculation System" should now be successfully installed.
24. To start up the "Workers Comp Calculation System", do one of the following:
  - Double click the **Workers Comp Calc** icon that setup should have placed on your desktop.
  - Click on **Start, Programs, Workers Comp Calc**, and then select the **Workers Comp Calc System** icon.

# CD ROM Installation

This topic describes how to install the Workers Comp Calculation System on a personal computer. Before installing, please check the [Hardware and Software Requirements](#) topic to ensure that the PC this software will be installed on meets the minimum requirements. Also, the old program must be removed first before installing the new one. See the [Uninstall Information](#) topic for more information.

1. Insert the Workers Comp Calculation System CD in your CD ROM Drive.
2. In Windows Explorer, select your CD ROM Drive (Ex: D:).
3. Locate and double click the **Setup.exe** file (Ex: D:\Setup.exe).
4. An "InstallShield Self-extracting EXE" window will be displayed asking if you wish to install this program.
5. Select the **Yes** button to continue with the installation.
6. InstallShield will begin extracting the required setup files on your computer.
7. A "Workers Comp Calculation System" window will be displayed with a welcome message.
8. Select the **Next** button to continue.
9. A "Readme Information" window will be displayed, informing you of new updates and important information.
10. Select the **Next** button to continue.
  - A "Choose Destination Location" window will be displayed asking you to verify the default installation folder. The default is C:\Program Files\WCCalc. To change the default installation directory, select the **Browse** button.
  - In the "Choose Directory" window, locate the drive and directory where you wish to install this system.
  - When completed, select the **OK** button.
11. Select the **Next** button to accept the Destination Location.
12. A "Select Program Folder" window will be displayed asking you what Program Group to put the icons into.
13. The Default will be "Workers Comp Calculation".
14. After you've made your selection, select the **Next** button to continue.
15. A "Start Copying Files" window will be displayed informing you of your selections.
16. Select the **Next** button to start copying files to your computer.
17. Setup will now start installing the Workers Comp Calculation System on your computer.
18. A "Setup Complete" window will be displayed asking you to restart your computer. This is not necessary, so select the **"No, I will restart my computer later"** option to continue.
19. Select the **Finish** button to complete this installation process.
20. The "Workers Comp Calculation System" should now be successfully installed.
21. To start up the "Workers Comp Calculation System", do one of the following:
  - Double click the **Workers Comp Calc** icon that setup should have placed on your desktop.
  - Click on the Windows **Start** button, **Programs**, **Workers Comp Calc**, and then select the **Workers Comp Calc System** icon.

# Uninstall Information

This topic includes instructions on uninstalling the Workers Comp Calculation System. This is necessary when downloading a new version of this system, or if there are problems with the version you currently have.

**If you are currently using version 1.1.3 or higher, use these instructions to uninstall:**

1. Select the Windows **Start** button, **Settings, Control Panel, Add/Remove Programs**.
2. From the "Add/Remove Program Properties" window, select the "Workers Comp Calculation System" from the list.
3. Select the **Add/Remove** button.
4. A "Confirm File Deletion" window will be displayed asking you if you really want to uninstall this product.
5. If you selected **Yes**, UnInstallShield will remove all of the files from your computer.
  - Note: You may get a few windows informing you that you are removing files that are not used by other applications. Answer these questions carefully as removing some of the files could cause other programs not to work properly.
6. Select the **OK** button to close the "Remove Programs From Your Computer" window.
7. Select **OK** to close the Add/Remove Program Properties window.

**If you are currently using version 1.1.2 or below, use these instructions to uninstall.**

1. Select the Windows **Start** button, **Settings, Control Panel, Add/Remove Programs**.
2. From the "Add/Remove Program Properties" window, select the "Workers Comp Calculation System" from the list.
3. Select the **Add/Remove** button.
4. A "Windows Installer" window will be displayed briefly.
  - A "Welcome to the Workers Comp Calculation System Setup Wizard" window will be displayed.
5. To uninstall this system, select the **Remove Workers Comp Calculation System** option.
6. Select the **Finish** button to start the uninstall process.
  - Setup will remove all components of this system.
  - When finished, an "Installation Complete" window will be displayed.
7. Select the **Close** button.
8. Select **OK** to close the Add/Remove Program Properties window.

# Weekly Comp Rate Screen

The screenshot shows a software window titled "Calculation Options Screen". It has a menu bar with "Third Party Recovery Offsets" and "Coordination of Benefits". Below the menu bar are four tabs: "Weekly Comp Rate", "Disability Period", "Accrued Payment & Interest", and "Partial Benefits". The "Weekly Comp Rate" tab is active. It contains the following fields and values:

- Year of Injury: 2001
- Average Weekly Wage: \$ 750.00
- Discontinued Fringes: \$ 120.00
- Nbr of Dependents: 0
- Tax class: A

To the right of these fields is a "Tax Class" box with the following options:

- 1 or A = Single
- 2 or B = Head of Household
- 3 or C = Married/Joint
- 4 or D = Married/Separate

Below the input fields is a "Calc Weekly Comp" button. Below the button is a horizontal line. Below the line are two calculated rates:

- 80% Rate: \$ 489.56 (Including fringes)
- General Disability Rate: \$ 476.31 2/3 of SAWW

Below the rates is a checkbox labeled "Carry Comp Rate forward to Disability Period." which is currently unchecked. At the bottom of the screen are four buttons: "Reset", "Print", "Exit", and "F1 - Help".

## Purpose

This screen is used to calculate/validate workers' compensation payments. It enables the user to determine the correct weekly rate of compensation which is payable on general disability claims as well as provide the 80% rate used to determine partial payments. If discontinued fringes are entered, the calculation will limit the rate to 2/3 of the state average weekly wage, when applicable.

## How to use this screen

- 1) Enter a valid four digit Year of Injury in the "Year of Injury" field.
  - Valid Years are 1966 thru 1981 and 1984 thru the present year.
  - Note: If you are not able to process the current year, make sure you are using the latest version.
- 2) Enter the Gross Weekly Wage in the "Gross Weekly Wage" field.
- 3) Enter the Discontinued Fringes, if any, in the "Discontinued Fringes" field.
- 4) Enter the Number of Dependents in the "Nbr of Dependents" field.
- 5) Enter the Tax Class Code in the "Tax Class" field.
  - This field is not required for years of injury from 1966 thru 1981.

- 6) Select the **Calc Weekly Comp** button to calculate both the 80% Rate and the General Disability Rate.
- 7) To clear all of the fields on this screen to their default values, select the **Reset** button.
- 8) To Print a report with all of the calculated values on this screen, select the **Print** button.
- 9) To carry the Comp Rate forward to the Disability Period screen, select the **Carry Comp Rate forward to Disability Period** checkbox.

To use Keyboard Shortcuts on this screen, select the **CTRL** Key plus the underlined letter of the function you wish to perform.

- For Example:
  - To Calculate the Weekly Comp, select the **CTRL+W** key combination.
  - To Reset the screen fields to their original values, select the **CTRL+R** key combination.
  - To print the report, select the **CTRL+P** key combination.
  - To Exit out of this screen, select the **CTRL+E** key combination.
  - To go to the next page (or Tab), select the **Page Down** key.
  - To go to the previous page (or Tab), select the **Page Up** key.

To display On-Line Help for this screen, either press your **F1** key, or select the button.





# Disability Period Screen

The screenshot shows a software window titled "Calculation Options Screen". It has two main tabs: "Third Party Recovery Offsets" and "Coordination of Benefits". Under "Third Party Recovery Offsets", there are four sub-tabs: "Weekly Comp Rate", "Disability Period", "Accrued Payment & Interest", and "Partial Benefits". The "Disability Period" sub-tab is active. It contains two radio buttons: "Calculate Nbr of Weeks" (unselected) and "Calculate by Date Range" (selected). Below these are four input fields: "Beginning Date" (01/01/2001), "Ending Date" (06/01/2001), "Weekly Comp Rate" (\$ 450.00), and "Days Worked Per Week" (5). A "Calculate Total Comp" button is below these fields. To the right of the input fields is a text box with red text: "Per Rule 418.31a of the Workers' Disability Compensation Act, all dates of injury on and after 5-11-1999 must be calculated on a 7 day work week." Below the input fields, there are three output fields: "Total Weeks" (22), "Remaining Work Days" (0), and "Total Comp Payment for the Period" (\$9,900.00). At the bottom are four buttons: "Reset", "Print", "Exit", and "F1 - Help".

## Purpose

This screen is used for two different purposes. One is to calculate the Total Comp by Date Range, as in the picture above. The other is to Calculate the Total Number of Weeks from a specific date. See example below.

## How to use this screen

**To Calculate the Total Comp using a Date Range, do the following:**

- 1) Select the **Calculate by Date Range** option.
  - 2) Enter a date in the "Beginning Date" field.
  - 3) Enter a date in the "Ending Date" field.
  - 4) Enter the weekly comp rate in the "Weekly Comp Rate" field.
  - 5) Enter the days worked per week in the "Days Worked Per Week" field.
- **Note: All DOI's on and after 5-11-1999 must be calculated on a 7 day work week.**
  - **5 Day Work Week Definition:** This system assumes that a 5 Day Work Week is Monday thru Friday. If a 5 Day Work Week is selected, Saturday and Sunday will

not be included in the calculation. In other words, if you have a Beginning Date of 01/01/2000 (Saturday) and an Ending Date of 01/02/2000 (Sunday), the Total Comp Payment for the Period will be 0.00. In this example, since both the Beginning Date and Ending Date falls on Saturday and Sunday, no calculation was given.

- 6) Select the **Calculate Total Comp** button to calculate the Total Weeks, Remaining Work Days, and the Total Comp for the given date range.
- 7) To clear all of the fields on this screen to their default values, select the **Reset** button.
- 8) To Print a report with all of the values on this screen, select the **Print** button.

Calculation Options Screen

Third Party Recovery Offsets      Coordination of Benefits

Weekly Comp Rate      Disability Period      Accrued Payment & Interest      Partial Benefits

☒ Calculate Nbr of Weeks      **Nbr of Weeks**      500

☐ Calculate by Date Range      **Beginning Date**      01/01/2001

**Ending Date**      08/01/2010

**Total Weeks**      [ ]

**Remaining Work Days**      [ ]

**Total Comp Payment for the Period**      \$0.00

Reset      Print      Exit      F1 - Help

**To Calculate the Total Number of Weeks, do the following:**

1. Select the "Calculate Nbr of Weeks" option.
2. Enter the number of weeks in the "Nbr of Weeks" field.
3. Enter a date in the "Beginning Date" field.
4. When you leave the Beginning Date field, the "Ending Date" will automatically be calculated (displayed in red).

Most Keyboard Shortcuts on this screen use a **CTRL** Key plus the underlined letter of the function you wish to perform.

- For Example:
  - To Calculate the Total Comp, select the **CTRL+T** key combination.
  - To Reset the screen fields to their original values, select the **CTRL+R** key combination.
  - To Print the report, select the **CTRL+P** key combination.
  - To Exit out of this screen, select the **CTRL+E** key combination.
- Right Mouse options are also available as described below:
  - To fill any Date Field using a Calendar screen, do the following:
    - Right click the mouse button when in a Date Field.
    - A Calendar screen will appear.
    - Using your mouse, select a date using the Calendar.
    - Click the Select button.
    - The date you selected will be pre-filled in your date field.
    - See the [Calendar Screen](#) Topic for more information.
  - To go to the next page (or tab), select the **Page Down** key.
  - To go to the previous page (or tab), select the **Page Up** key.

To display On-Line Help for this screen, either press your **F1** key, or select the button.



# Accrued Payment and Interest Screen

**Calculation Options Screen**

Third Party Recovery Offsets | Coordination of Benefits

Weekly Comp Rate | Disability Period | **Accrued Payment & Interest** | Partial Benefits

Beginning Date: // | Total Weeks: 1 | All Periods: 4

Ending Date: // | Remaining Work Days: 0 | All Periods: 0

Date Paid: 01/30/2001 | Comp Payment for the Period: \$575.00 | All Periods: \$2,325.00

Weekly Comp Rate: \$ 0.00 | Interest Payment for the Period: \$0.00 | All Periods: \$6.52

Days Worked Per Week: 5 | Comp and Interest for the Period: \$575.00 | All Periods: \$2,331.52

[Edit] [Delete] [Calculate Accrued]

Begin Date	End Date	Date Paid	Comp Rate	Days Wk	Tot Wks	Rem Days	Total Comp	Total Int	Comp & Int
01/03/2001	01/09/2001	01/30/2001	500.00	5	1	0	500.00	2.88	502.88
01/10/2001	01/16/2001	01/30/2001	650.00	5	1	0	650.00	2.49	652.49
01/17/2001	01/23/2001	01/30/2001	600.00	5	1	0	600.00	1.15	601.15
01/24/2001	01/30/2001	01/30/2001	575.00	5	1	0	575.00	0.00	575.00

Total Records: 4 [Reset] [Print] [Exit] [F1 - Help]

## Purpose

This screen is used to calculate Accrued Payments & Interest for one or more payment periods.

### How to use this screen

- 1) Enter the starting date of the first payment period in the **Beginning Date** field.
- 2) Enter the ending date of the first payment period in the **Ending Date** field.
- 3) Enter the date that the payment will be made in the **Date Paid** field.
- 4) Enter the Comp Rate for the first payment period in the **Weekly Comp Rate** field.
- 5) Enter the days worked per week in the **Days Worked Per Week** field.
  - **Note: All DOI's on and after 5-11-1999 must be calculated on a 7 day work week.**
- 6) Calculate the accrued information by selecting the **Calculate Accrued** button.

- 7) The information for the first week will be calculated in red to the right of the data entry fields and also added to the grid at the bottom of the screen. In addition, the "Beginning Date" will be automatically calculated for you for the next period and the cursor will be positioned in the "Ending Date" field.
- 8) Note: The "Beginning Date" can still be changed, if desired.
- 9) Continue entering all remaining payment periods by following the steps above until completed.

**To make changes to records that were entered incorrectly, do the following:**

- 1) Select the record that is incorrect by clicking on it in the Grid at the bottom of the screen.
- 2) Either select the **Edit** button, or **Right Click** the mouse button to display a menu and select the **Edit the Current record** option.
- 3) Change the information for the current record.
- 4) Select the **Calculate Accrued** button to add it back to the list.

**To Delete a record, do the following:**

- 1) Select the record that needs to be deleted by clicking on it in the grid at the bottom of the screen.
- 2) Either select the **Delete** button, or **Right Click** the mouse button to display a menu and select the **Delete the Current Record** option.
- 3) To clear all of the fields on this screen to their default values, select the **Reset** button.
- 4) To Print a report with all of the values on this screen, select the **Print** button.

Most Keyboard Shortcuts on this screen use a **CTRL** Key plus the underlined letter of the function you wish to perform.

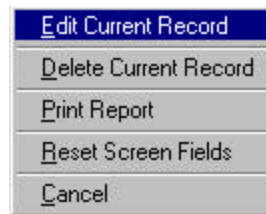
- **For Example:**

- To Calculate the Accrued information, select the **CTRL+A** key combination.
- To Reset the screen fields to their original values, select the **CTRL+R** key combination.
- To print the report, select the **CTRL+P** key combination.
- To Exit out of this screen, select the **CTRL+E** key combination.

- **Right Mouse options are also available as described below:**

- To fill a Date Field using a Calendar screen for any Date Field, do the following:
  - Right click the mouse button when in a Date Field.
  - A Calendar screen will appear.
  - Using your mouse, select a date using the Calendar.

- Click the Select button.
- The date you selected will be pre-filled in your date field.
- **To Edit the records in the Grid at the bottom of the screen, do the following:**
  - Right click the mouse button when in a row of the grid that you wish to modify.
  - A menu will appear as displayed below.



- Select the desired menu option.
- To go to the next page (or tab), select the **Page Down** key.
- To go to the previous page (or tab), select the **Page Up** key.

To display On-Line Help for this screen, either press your **F1** key, or select the



button.

# Third Party Recovery Offsets

Third Party Recovery Offsets		Coordination of Benefits	
Gross Recovery 1.	\$ 1,300,000.00		
Preparation Costs 2a.	\$ 10,000.00		
Reasonable Attorney Fee 2b.	\$ 60,000.00		
Total Cost of Recovery 2c.	\$ 70,000.00		
Apportionment Percentage 3.	0.053846%		
Total W/C Paid as of Settlement Date 4.	\$ 50,000.00		
Employer's Portion of Recovery Costs 5.	\$ 2,692.31	Future Wkly W/C Payment 12.	\$ 14.23
Employer's Present Net Recovery 6.	\$ 47,307.69	Wks Before Resumption 13.	4,731
Employee's Gross Recovery 7.	\$ 1,250,000.00		
Employee's Portion of Recovery Costs 8.	\$ 67,307.69		
Employee's Present Net Recovery 9.	\$ 1,182,692.31		
Employer's Apportionment of Recovery 10.	0.056911%		
W/C Rate 11.	\$ 250.00		

## Purpose

This screen is used to calculate Third Party Recovery Offsets based on the Franges decision. The calculation worksheet can be printed.

## How to use this screen

1. Enter the Gross Recovery amount in the "Gross Recovery" field.
2. Enter the Preparation Costs in the "Preparation Costs" field.
3. Enter the Reasonable Attorney Fee amount in the "Reasonable Attorney Fee" Field.
4. Enter the Total Workers' Comp Paid as of the Settlement Date in the "Total W/C Paid as of Settlement Date" field.
5. In W/C Rate field, enter the Worker's Comp Rate.
6. Click the Calc Recovery Offsets button to complete the calculations.
7. All amounts are shown on the screen. Click the print button in order to print the worksheet.
8. Reset will delete all entries.

Most Keyboard Shortcuts on this screen use a **CTRL** Key plus the underlined letter of the function you wish to perform.

**For Example:**

- To calculate the Third Party Recovery Offset, select the **CTRL+S** key combination.
- To Reset the screen fields to their original values, select the **CTRL+R** key combination.
- To print the report, select the **CTRL+P** key combination.
- To Exit out of this screen, select the **CTRL+E** key combination.



# Coordination of Benefits

**Calculation Options Screen**

Weekly Comp Rate | Disability Period | Accrued Payment & Interest | Partial Benefits

Third Party Recovery Offsets | Coordination of Benefits

**Year of Injury** 2001 **Wkly Amt. of Benefits** \$ 350.00

**Nbr of Dependents** 0 **Subject to FICA?** ☒ Yes ☐ No

**Tax class** A **Subject to State Income Tax?** ☒ Yes ☐ No

**Tax Class Description** Single **% of Employer Contribution** 100 %

**Plan Type** Pension

**Calc Benefits**

Weekly Benefit Amt.	\$ 350.00
80% After-Tax Amt.	\$ 221.46
100% After-Tax Amt.	\$ 276.83
FICA Tax	\$ 0.00
State Income Tax	\$ 0.00
% of Employer Contribution	100 %
Amount to be Coordinated	\$ 276.83

**Old-Age Social Security Benefits**

**Monthly Old Age Benefit** \$ 350.00 **Calc Wkly**

**Weekly Old Age Benefit** \$ 80.83

**Amount to be Coordinated** \$ 40.42

Reset | Print | Exit | F1 - Help

## Purpose

This screen is used to calculate the coordination of benefits for Pension, Wage Continuation, Disability Insurance, and Self-Insurance Plans. It enables the user to determine the correct 80% After-Tax amount, 100% After-Tax amount, and the Amount to be Coordinated (either by including or excluding FICA Tax and State Income Tax). This screen also has the ability to calculate coordination of Old-Age Social Security Benefits.

## How to use this screen

- 1) Enter a valid four digit Year of Injury in the **Year of Injury** field.
- 2) Enter the Number of Dependents in the **Nbr of Dependents** field.
- 3) Enter the Tax Class Code in the **Tax Class** field.
- 4) Enter the Weekly Amount of Coordinatable benefit in the **Wkly Amt. Of Benefits** field.
- 5) If the benefit plan is not subject to FICA, click on the '**NO**' checkbox and FICA will be added back in (since it was removed during the 80% after tax calculation in line 2).
- 6) If the benefit plan is not subject to state income tax, click on the '**NO**' checkbox and state income tax will be added back in (since it was removed during the 80% after tax calculation in line 2).

- 7) Enter the Percentage of Employer Contribution in the **Percent of Employer Contribution** field.
- 8) Select the Plan Type by clicking on the dropdown box for **Plan Type**.
- 9) To calculate the Coordination of Benefits, Click on the **Calc Coordination of Benefits** button.

**To calculate the Old-Age Social Security Benefits portion of the screen:**

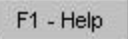
- 1) Enter the Monthly Old Age Benefit Amount in the **Old Age Benefit Amount** field.
- 2) Click on the **Calc Wkly** button to calculate the Weekly Old Age Benefit Amount and the Amount to be Coordinated.

To use Keyboard Shortcuts on this screen, select the **CTRL** Key plus the underlined letter of the function you wish to perform.

For Example:

- To Calculate Coordination of Benefits, select the **CTRL+B** key combination.
- To Reset the screen fields to their original values, select the **CTRL+R** key combination.
- To Calculate Old-Age Social Security Benefits, select the **CTRL+K** key combination.
- To print the report, select the **CTRL+P** key combination.
- To Exit out of this screen, select the **CTRL+E** key combination.
- To go to the next page (or Tab), select the **Page Down** key.
- To go to the previous page (or Tab), select the **Page Up** key.

To display On-Line Help for this screen, either press your **F1** key, or select the



Reset will delete all entries on the screen.

**Special Features**

This screen has an option to print a report, which displays all the above calculations in an easy-to-read format. Select the **Print** button to print the report.

# Partial Benefits

**Calculation Options Screen**

Third Party Recovery Offsets      Coordination of Benefits

Weekly Comp Rate      Disability Period      Accrued Payment & Interest      Partial Benefits

**Add/Edit File**      **File Name:** New File      **Calc**      **Edit**

**File**      **Ini Year**      **AWW Before Ini**      **Disc Fringes**      **Dependents**      **Tax class**      **Description**      **80% Rate**

2001      \$ 350.00      \$ 120.00      0      1      Single      \$ 288.86

Beg Date	End Date	Yr Pd	Wage Before	80% Before	Wage After	80% After	Partial_Rate
01/15/2001	01/21/2001	2001	\$ 350.00	\$ 288.86	\$ 0.00	\$ 0.00	\$ 0.00
01/01/2001	01/07/2001	2001	\$ 350.00	\$ 288.86	\$ 500.00	\$ 305.22	\$ 0.00
01/08/2001	01/14/2001	2001	\$ 350.00	\$ 288.86	\$ 450.00	\$ 277.95	\$ 10.91

**Total Weeks: 2**      **Reset**      **Print Options**      **Exit**      **F1 - Help**

## Purpose

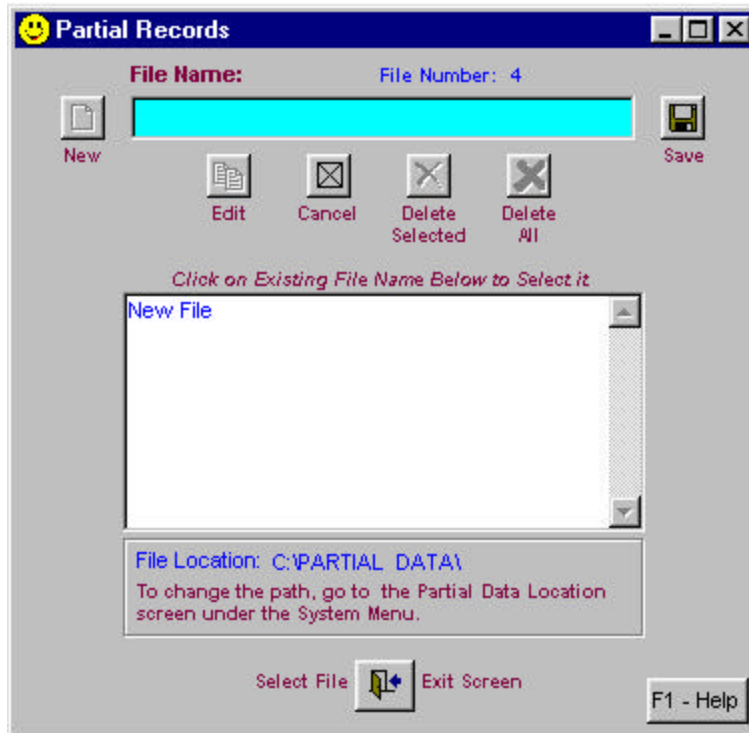
This screen is used to calculate partial benefits. It enables the user to determine the correct partial rate of compensation. The records will be saved under a chosen file name until the user chooses to delete them.

## How to use this screen

The first step is to create a file name.

1. Click on the **Add/Edit File** button on the screen in the upper left corner. This will take you to the Partial Records screen.

### Partial Records Screen



#### To Create a New File

1. Click on the **New button**.
2. Type in a file name of your choice in the **File Name** field. The location of the files is shown at the bottom of the screen and can be changed by going to the Partial Data Location screen under the System Menu.
3. Click on the **Save button**.
4. To work on the file that was just created, click on the File Name in the box and click on the **Exit button**.

#### To Rename an Existing File

1. Click on the File Name that you would like to rename from the list in the box.
2. Click on the **Edit button**.
3. Edit the new file name in the **File Name** field.
4. Click on the **Save button** to save your changes.

#### To Delete Selected Files

1. Click on the File Names that you would like to delete. Hold your **Ctrl key** down when selecting more than one file.
2. Click on the **Delete Selected button** to delete the selected files.

### **To Delete All Files**

1. Click on the **Delete All button** to delete all of the files at once.

Click the **Exit button** to return the previous screen (Partial Benefits Screen)

### **Using the Partial Benefits Screen**

1. Select a File Name by clicking on the **File Name** dropdown box.
2. Enter the Injury Year in the **Injury Year** field.
3. Enter the Gross Weekly Wage in the **AWW Before Injury** field.
4. Enter the Discontinued Fringes amount, if any, in the **Disc. Fringes** field.
5. Enter the number of dependents in the **Dependents** field.
6. Enter the Tax Class in the **Tax Class** field.
7. Click on the **Calc button** to the right of the file name to calculate the 80% Rate for this file.
8. To calculate the Partial Rates, enter the Beginning Date in the **Beg Date** field.
9. The Ending Date will be pre-filled for you based on a seven day week.
10. The Year Paid field will be pre-filled with the end date year, although you may enter a different Year, if necessary.
11. The 80% Before amount will be pre-filled for you.
12. Enter the Wage After amount in the **Wage After** field.
13. Click the **Calc button** on the lower right half of the screen to calculate the 80% After amount and the Partial Rate.
14. Continue entering the Wage After amount in the **Wage After** field until you have completed all entries. The system will automatically fill the new begin date, but this can be changed if necessary.
15. All records are automatically saved.
16. The **Print Options button** may be selected to print all records for a file or only those that were paid in a specific year. This report can then be attached to the Form 701.

Most Keyboard Shortcuts on this screen use a **CTRL** Key plus the underlined letter of the function you wish to perform.

### **For Example:**

- To calculate the 80% Rate, select the **CTRL+L** key combination.
- To calculate the Partial Benefits Rate, select the **CTRL+C** key combination.
- To Reset the screen fields to their original values, select the **CTRL+R** key combination.
- To print the report, select the **CTRL+P** key combination.
- To Exit out of this screen, select the **CTRL+E** key combination.

# Additional Information

## About Screen

<b>About this System</b>			
<b>Program Filename</b>		F:\FOX\DEV\WCCALC\WCCALC.EXE	
<b>File Date</b>	10/23/2001	<b>File Time</b>	13:42:14
<b>File Size</b>	2021074	<b>File Version</b>	9.9.9
<b>Product Name</b>		Workers' Comp Calc TEST VERSION	
<b>Product Version</b>		9.9.9	
<b>File Description</b>		This system calculates the weekly Compensation Rate, Accrued Benefits, & Interest.	
<b>Company Name</b>		Department of Consumer & Industry Services	
<b>Legal Trademark</b>		Department of Consumer & Industry Services, Office of Technology Resources.	
<b>Legal Copyright</b>		Department of Consumer & Industry Services, Office of Technology Resources.	
<b>Comments</b>		Calculates Rates up thru 2001.	
<div>Done</div> <div>F1 - Help</div>			

### Purpose

This screen is used to verify Version and other related information. Every time changes are made to this system, the Version Number will be incremented, so this number can be useful to verify that the users are using the current version.

### How to use this screen

- This screen has information that is display only. No processes are available in this screen.
- To verify that you have the latest version, check the Product Version, File Date and File Time. Check our web site to see what the latest available version is.
- To get the latest version of this software, please ensure that you are connected to the Internet, then go to our web site, at: <http://www.cis.state.mi.us/wkrcomp/calc.htm>

# Data Location Screen

**Calculation Options Screen**

Third Party Recovery Offsets | Coordination of Benefits

Weekly Comp Rate | Disability Period | Accrued Payment & Interest | Partial Benefits

**File Name:** New File Calc Edit

**File**

Inj Year	Wage Before Inj	Disc Fringes	Dependents	Tax class	Description	80% Rate
2001	\$ 350.00	\$ 120.00	0	1	Single	\$ 288.86

**Calc**

Beg Date	End Date	Yr Pd	Wage Before	80% Before	Wage After	80% After	Partial_Rate
01/15/2001	01/21/2001	2001	\$ 350.00	\$ 288.86	\$ 0.00	\$ 0.00	\$ 0.00
01/01/2001	01/07/2001	2001	\$ 350.00	\$ 288.86	\$ 500.00	\$ 305.22	\$ 0.00
01/08/2001	01/14/2001	2001	\$ 350.00	\$ 288.86	\$ 450.00	\$ 277.95	\$ 10.91

**Calc** **Delete** **Edit**

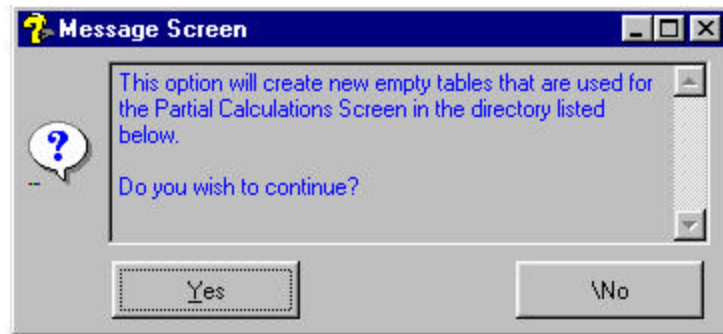
Total Weeks: 2 Reset Print Options Exit F1 - Help

## Purpose

This screen is used to set the location where the Partial Data tables will be created and saved.

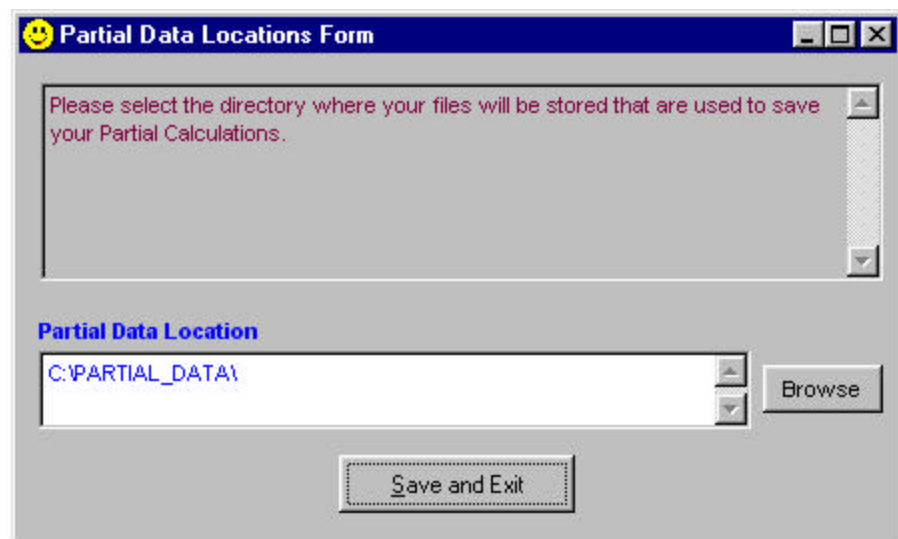
## How to use this screen

1. The first time you come into this screen, you will be asked for the location that should be used to store your partial data tables. The default location is set to C:\PARTIAL\_DATA\. This cannot be changed at the current time, but will be available in the next version. Click the Create New Tables button.
2. This will bring up the following window:



3. Select Yes to continue and the tables will be created in the default location specified above.

If you return to this screen, there will be different options:



1. At this time, you are not able to change the default location. This option will be available in the next version. Click on Save and Exit



# Keyboard Shortcuts

This topic displays all of the available Shortcuts for this system. They are categorized by the area in which they are available.

## Menu Shortcuts

- **Alt + Y - Selects the "System" menu option.**
  - **Ctrl + B** - Selects the "Rebuild Indexes" menu option.
  - **Alt + F4** - Selects the "Exit" menu option.
- **Alt + E - Selects the "Edit" menu option.**
  - **Ctrl + X** - Does a "Cut" of the selected text.
  - **Ctrl + C** - Does a "Copy" of the selected text.
  - **Ctrl + V** - Does a "Paste" of the selected text.
  - **Ctrl + N** - Turns the Tool Tips On.
  - **Ctrl + F** - Turns the Tool Tips Off.
- **Alt + S - Selects the "Screens" menu option.**
  - **Ctrl + O** - Selects the "Calculation Options" menu option.
- **Alt + W - Selects the "Window" menu option.**
  - **Ctrl + G** - Selects the "Arrange All" menu option.
- **Alt + H - Selects the "Help" menu option.**
  - **F1** - Selects the "On-Line Help System" menu option.
  - **Ctrl + L** - Selects the "Calendar Screen" menu option.
  - **Ctrl + Y** - Selects the "About this System" menu option.

## Calculation Options Screen Shortcuts

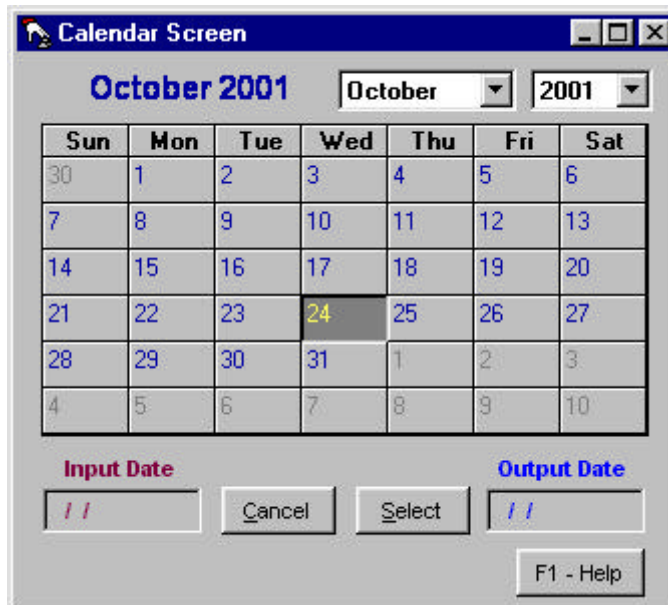
- **Weekly Comp Rate Screen.**
  - **F1** - Selects the "Weekly Comp Rate Screen" Help topic.
  - **Page Down** - Goes to the "Disability Period" Screen.
  - **Ctrl + W** - Selects the "Calc Weekly Comp" button.
  - **Ctrl + R** - Selects the "Reset" button.

- **Ctrl + P** - Selects the "Print" button.
- **Ctrl + E** - Selects the "Exit" button.
- **Disability Period Screen.**
  - **F1** - Selects the "Disability Period Screen" Help topic.
  - **Page Down** - Goes to the "Accrued Payment and Interest" Screen.
  - **Page Up** - Goes to the "Weekly Comp Rate" Screen.
  - **Ctrl + T** - Selects the "Calculate Total Comp" button.
  - **Ctrl + R** - Selects the "Reset" button.
  - **Ctrl + P** - Selects the "Print" button.
  - **Ctrl + E** - Selects the "Exit" button.
  - Holding **Right Mouse** Over Date field.
  - Displays a Calendar Screen.
- **Coordination of Benefits Screen.**
  - **F1** - Selects the "Coordination of Benefits Screen" Help topic
  - **Page Up** - Goes to the "Weekly Comp Rate" Screen.
  - **Page Down** - Goes to the "Third Party Recovery Offsets" Screen.
  - **Ctrl + B** - Selects the "Calc Benefits" button.
  - **Ctrl + K** - Selects the "Calc Wkly" button.
  - **Ctrl + R** - Selects the "Reset" button.
  - **Ctrl + P** - Selects the "Print" button.
  - **Ctrl + E** - Selects the "Exit" button.
- **Partial Benefits Screen.**
  - **F1** - Selects the "Partial Benefits Screen" Help topic.
  - **Page Up** - Goes to the "Accrued Payment & Interest" Screen.
  - **Page Down** - Goes to the "Third Party Recovery Offsets" Screen.
  - **Ctrl + L** - Selects the "Calc" button for the 80% rate.
  - **Ctrl + C** - Selects the "Calc" button for the Partial rate.
  - **Ctrl + R** - Selects the "Reset" button.
  - **Ctrl + P** - Selects the "Print" button.

- **Ctrl + E** - Selects the "Exit" button.
- **Third Party Recovery Offsets Screen.**
  - **F1** - Selects the "Third Party Recovery Offsets" Help topic.
  - **Page Up** - Goes to the "Partial Benefits" Screen.
  - **Page Down** - Goes to the "Coordination of Benefits" Screen.
  - **Ctrl + S** - Selects the "Calc Recovery Offsets" button.
  - **Ctrl + R** - Selects the "Reset" button.
  - **Ctrl + P** - Selects the "Print" button.
  - **Ctrl + E** - Selects the "Exit" button.
- **Accrued Payment and Interest Screen.**
  - **F1** - Selects the "Accrued Payment and Interest Screen" Help topic.
  - **Page Up** - Goes to the "Disability Period" Screen.
  - **Ctrl + A** - Selects the "Partial Benefits" button.
  - **Ctrl + R** - Selects the "Reset" button.
  - **Ctrl + P** - Selects the "Print" button.
  - **Ctrl + E** - Selects the "Exit" button.
  - Holding **Right Mouse** Over Date field.
    - Displays a Calendar Screen.
  - Holding **Right Mouse** over Grid at bottom of screen.
    - Displays the following menu.



# Calendar Screen



## Purpose

This screen is used to locate dates for date fields within this system. You can search for any dates between the years 1900 and 2100. This screen can be accessed either from any date field within this system, or from the Help Menu.

## How to use this screen

### **Access this screen from a Date field:**

- From any Date field in this system, Right Click the Mouse button over the desired field.
- Select the date in this Calendar screen that you want entered in the field you started from.
- Verify that the date in the "Output Date" field is correct, as that will be returned to the starting field.
- Select the "Select" button. This screen will then close.
- If you wish to return to the previous screen without selecting a date, select the "Cancel" button.
  - **Note:** The Input Date field will display the date that was in the field you came in from. If it is empty, that means that the field you came from was also empty.

### **Access this screen from the Help Menu.**

- Select the Help Menu (Alt + H).
- Select the "Calendar Screen" option.
  - You can view dates using the Month & Year Drop down lists.
  - When finished, either select the "Cancel" or "Select" button.

## Rebuild Indexes Option

The Rebuild Indexes Option (located in the System Menu) allows the user to rebuild all table indexes for the system. This will be necessary if the table indexes get corrupt. This may occur if a user's PC is not properly shut down while the program is running.

It will not cause any harm to run this process as often as necessary as the Table Indexes will be recreated from scratch, therefore not using files that may be corrupt. If Rebuilding the Indexes does not repair the problems encountered, then reinstalling the product may be necessary. Select the Installation Topic that best suits your situation.

## Printed Documentation

In addition to On-Line Help, this system comes with complete printed documentation. There is a Microsoft Word document named **Manual.doc** that should be located in the **WCCalc\Help** directory of this system. If this system was installed in the default location, this file should be located in the **\Program Files\WCCalc\Help** directory. Simply open up this document using either Microsoft Word, or WordPerfect and print it. This document includes the following features.

- Table of Contents.
- Index
- Manual contents match the On-Line Help.
- Pictures of each screen in this system.
- Version Information.

# Contact Information

To contact the **Michigan Bureau of Workers' Disability Compensation** about this program, please feel free to use one of the following methods.

<b>Email Address:</b>	bwdcinfo@cis.state.mi.us
<b>Phone Nbr:</b>	(517) 322-1438
<b>Workers Comp Web Site:</b>	<a href="http://www.cis.state.mi.us/wkrcomp/">http://www.cis.state.mi.us/wkrcomp/</a>
<b>Calc Program Download Page:</b>	<a href="http://www.cis.state.mi.us/wkrcomp/calc.htm">http://www.cis.state.mi.us/wkrcomp/calc.htm</a>

## [Want to be informed of updates?](#)

If you would like to be informed through e-mail of new updates to our program, e-mail us at the address listed above and let us know. We will notify you when a new version is available on our web page. In addition, we will explain enhancements and other information related to the latest version.

## Calculation Problems

On an exception basis, the calculation program may produce a rate that is one cent different from the published rate books. Regardless of the discrepancy, it is acceptable to use the rate generated by the calculation program.



# Troubleshooting

Below are the known issues with the system at this time. If you need to contact someone to help you, see the [Contact Information](#) help topic for more information.

## Known Issues:

1. **Rounding Errors.** The 80% Rate calculation is sometimes off by a penny. See the [Calculation Problems](#) topic for more information.
2. **Missing Rate Years.** Rates for Tax Years 1982 and 1983 are not calculated by this system as we are not able to duplicate the published rate books.
3. **Foxuser files on desktop.** Occasionally, after installing the Workers Comp Calculation System, a Foxuser.dbf and a Foxuser.fpt file gets placed on the Windows desktop. This happens after executing one of the Shortcuts for this system for the first time. If these files are removed from the desktop, they return the next time the system is run.
  - This problem has been fixed in Version 1.1.3
4. **Installation problems.** A few users have reported having problems getting this system to install properly. After running the Calclnst.exe file, they get a message that some files are missing.
  - This problem has been fixed in Version 1.1.3.

# Version Information

This topic will help you find out what version of this system you currently have, plus help you to get the latest version. Below is a list of the Versions that have been released so far, and information about each version. The Version help topics will explain what was fixed in that particular version, the date it was released, and more.

- To find out what Version you currently have, see the [About](#) screen help topic.
- To find out how to get the latest version using the Internet, see [the Internet Installations](#) help topic.
- To go to our Internet web site now, [click here](#) if you are already connected to the Internet.

## Version 1.1.1

**Date of Install:** 11-19-1999.

**Types of Changes:** Initial Implementation. This is the initial release of this Visual Foxpro system. The system replaces a dBASE system that was not Year 2000 Compliant, and had conflicts running in Windows 95 or higher operating environments. This version calculates years of injury from 1966 thru 1981 and 1984 thru 1999.

## Version 1.1.2

**Date of Install:** 12-29-1999.

**Types of Changes:** This version was updated to include rates for the year 2000.

# Version 1.1.3

**Date of Install:** 02-03-2000.

- Types of Changes:**
- 1. Rounding Errors:** A rounding error was discovered in the Disability Period Screen in the "Total Comp Payment for the Period" field. The third decimal was being truncated instead of Rounded, so some calculations were off by a penny. This has now been fixed to round to two decimal places.
  - 2. Foxuser files on Desktop:** On a few users PC's, when they started up the Workers Comp Calculation System, two files would be placed on their desktop. The foxuser.dbf and foxuser.fpt files. If the files are removed, then the system started again, the files would reappear. This problem has also been fixed.
  - 3. Disability Period Begin and End Date problem:** The Disability Period Screen would not let you enter a Beginning Date and Ending Date that was the same. An error would be displayed stating that the Beginning Date could not be after the Ending Date. This has been changed to now allow you to calculate comp for one day.
  - 4. Accrued Screen Sort Problem:** The Grid in the Accrued Payment & Interest Screen was sorting the data in alpha order instead of Date order. What this did was sort the data in the Grid by Month/Day/Year instead of Year/Month/Day. This has been fixed in this version.
  - 5. Installation Problems:** A few users reported having problems installing this system. One message reported was "Error 1305 Unable to find temp file WCCompinstall.msi". It appears that this file does not get unzipped from the Calcinst.exe executable. To fix this and a few other known problems we switched to a different installation method. We are now using InstallShield to create our setup executable. In our testing, the Error 1305 problem has been resolved.

## Version 1.1.4

**Date of Install:** 06-06-2000.

**Types of Changes:**

- 1. Date Range Error:** The Disability Period Verification screen did not allow the users to enter a From & Thru date that was the same. This has been fixed.
- 2. Printer Tray Problems:** Some printers would prompt the user to put paper in the fold down trays, which were considered to be Tray 1, but were not the default tray. The default printer tray should now be used correctly.
- 3. Printer Report Problems:** On the Disability Period Verification report, some printers would print asterisks in the Total Comp Payment For The Period field. This has now been fixed.

## Version 2.1.1

**Date of Install:** 01-16-2001

**Types of Changes:** This version has been modified to now include rates for the year 2001. To ensure that you have the latest copy, go to our download web page at: <http://www.cis.state.mi.us/wkrcomp/calc.htm>.

# Version 3.1.1

**Date of Install:** 1-17-02

**Types of Changes:** This version has been modified to now include rates for the year 2002. A number of enhancements were also added. These include:

1. The **Weekly Comp Rate** screen has been modified to include a space for discontinued fringes. The 80% rate will always be calculated based on the total of the average weekly wage and the discontinued fringes, but the general disability rate will be limited to 2/3 of the state average weekly wage, when applicable.
2. **Partial Benefits.** After entering in the pre and post-injury wage information, this screen will calculate the partial benefits that are due for each weekly period entered. The file can then be saved so that future periods can be calculated. Reports can also be printed so they can be attached to the Form 701 whenever partial benefits are terminated or at the end of each year.
3. **Coordination of Benefits.** This screen is used when an individual is receiving a benefit that can be coordinated under Section 354, including pension, wage continuation, disability insurance, self-insurance, or old-age Social Security benefits. A report can also be printed.
4. **Third Party Recovery Offsets.** This screen is used when an individual has received a third party recovery. The amount of the offset is calculated using the formula set forth in the Franges decision. A worksheet can also be printed.

To ensure that you have the latest copy, go to our download web page at:  
<http://www.cis.state.mi.us/wkrcomp.calc.htm>.

If you are currently using version 1.1.2 or earlier of this program, it must be uninstalled completely in order for the new version to work properly. See the [Uninstall Information](#) help topic for instructions.

See the [Internet Installations](#) or [CD ROM](#) Installations help topics for information related to installing the new version.